



**DEPARTMENT OF THE AIR FORCE
48TH FORCE SUPPORT SQUADRON
RAF LAKENHEATH**

Date

MEMORANDUM FOR 48 FSS/FTEC

FROM: *UNIT/OFFICE SYMBOL*

SUBJECT: Justification for Airmen Assigned to RAF Lakenheath Longer than 45 Days without Attending First Term Enlisted Course.

References: (a) AFI 36-2670, para 2.5.2 states, "All first term Airmen must attend the first term airmen course within 45 calendar days of arrival to first duty station."

1. The following Airman did not attend FTEC within 45 days from the date they arrived on station. *Member's name* arrived on station *date* and registered for FTEC on *date*. The Airman will be enrolled in the next available class.
2. In accordance with AFI 36-2670, para 2.5.2, *member's name* was unable to attend FTEC within the timeline due to *short explanation*.
3. For any questions, please contact *Supervisor Rank Name* at DSN 696-XXXX.

*FIRST M. LAST, Rank, USAF
Supervisor Duty Title*